

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Student Affairs Assistant/Receptionist**  |
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| **POSITION DESCRIPTION:**Receives telephone calls and provides requested information and/or forwards callers to appropriate locations or individuals. Greets college visitors, determines the nature of their business, and provides appropriate information to other personnel as needed. Provides secretarial and clerical duties in support of Student Affairs. Enters data from forms, records and/or reports in computer or terminal; greets visitors and determines the nature of their business; maintains calendars and schedules appointments, meetings and conferences; assists with special event planning and execution; assists with campus visits and assists with group tours; monitors use of and maintains supplies, equipment and/or facilities; may assist with recruiting and other activities; may assist with registration duties; may supervise clerical interns and/or work study students. |
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| **MINIMUM QUALIFICATIONS:*** Diploma in Business and Administrative Technology or related area or
* **S**ix months of general office work to include duties such as filing, typing, handling customers' questions, data entry, computer usage
* Experience working with the public in a customer service environment
* Excellent human-relations, interpersonal skills, and strong verbal and written communication skills required.
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| **PREFERRED QUALIFICATIONS** *(in addition to minimum qualifications):** **P**reference will be given to applicants with an Associate degree from an accredited college or university.Bottom of Form
* Previous BANNER experience
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| **SALARY/BENEFITS:**Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package. |
| **APPLICATION DEADLINE:** Open Until Filled |  |
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**TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Brandi Helton, Dean of Students, Office: 198C, Phone: 912.486.7607, bhelton@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Disability and Student Support Services Coordinator, Office: 189, Phone: 912.486.7211, sburns@ogeecheetech.edu.

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Brandi Helton, Title IX Coordinator (Dean of Students), Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, bhelton@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu